BlackBerry PlayBook Tablet

User Guide

Version: 1.0.7

BlackBerry

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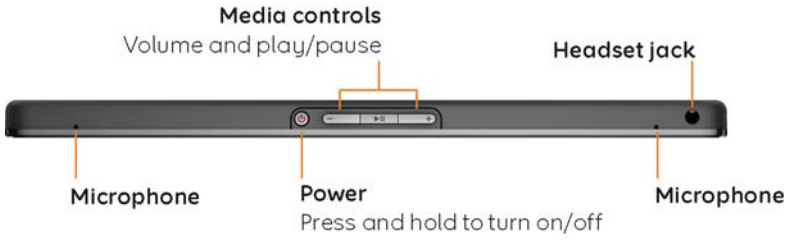
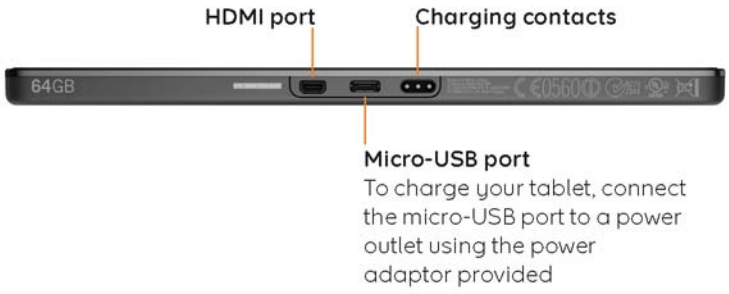
Getting started

Getting to know your BlackBerry PlayBook tablet

Watch the video

Watch all videos


Media controls
Volume and play/pause
Headset jack
Microphone
Power
Press and hold to turn on/off
Microphone


HDMI port
Charging contacts
64GB
Micro-USB port
To charge your tablet, connect the micro-USB port to a power outlet using the power adaptor provided

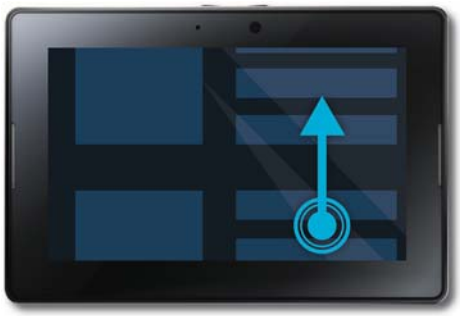
Using the touch screen

Watch the video

Here are some common gestures to help you get started using your BlackBerry® PlayBook™ tablet.

Swipe

To scroll a list, pan a webpage, move between pictures, and more, touch the screen and slide your finger up and down or right and left.



Pinch

To zoom in and out of a webpage, picture, video, or other content, touch the screen with your finger and thumb and pinch them together or apart.

Drag

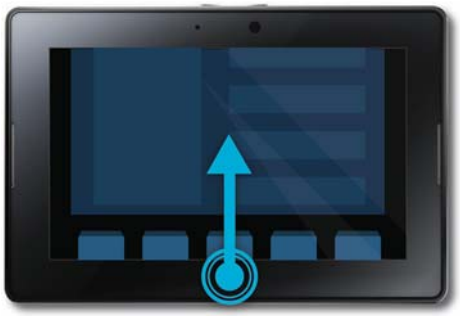
To move an item from one place to another, touch and hold the item. Slide your finger to the position where you want it.

Gestures to use with your BlackBerry® PlayBook™

Watch the video

Show the home screen and minimize apps

Swipe up from the bottom frame onto the screen.



Show the menu

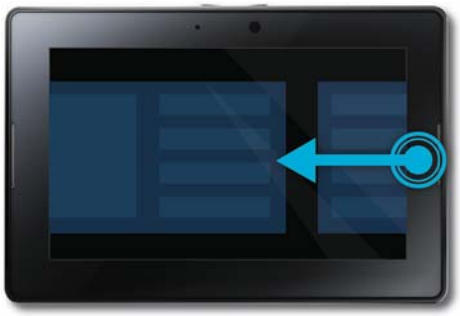
In many apps, you can find additional features, options, and help in the menu.

In an app, swipe down from the top frame onto the screen. To close the menu, tap away from the menu.

Switch between apps

You can flip between your open apps without having to return to the home screen.

In an app, swipe in from the left or right frame onto the screen.



Show the status bar

You can peek at the status bar without leaving the app you're using. This is a great way to quickly check your notifications, see the time, keep an eye on your battery power level, change system options, and more.

In an app, swipe in from the top-left frame onto the screen.

Close an app

Show the home screen to minimize the app. Touch the minimized app and swipe up.

Switch between views on the home screen

Swipe left or right in the lower part of the home screen.

Wake up your tablet

Your tablet enters sleep mode after a certain period of time to conserve battery power. To wake it up, swipe from one side of the frame to the other.

Show the keyboard

Swipe in from the bottom-left frame onto the screen.

Zoom in and zoom out quickly

Double-tap a webpage, picture, or other content.

Personalizing your tablet

Watch the video

There are many ways you can personalize your BlackBerry® PlayBook™ tablet. In addition to the personalization suggestions listed here, the **Options** menu provides many additional settings you can use to customize your PlayBook tablet.

Set the date and time on the home screen	In the status bar, tap > **Date and Time**. To set up a custom clock, on the home screen, tap the **Clock** application.
Change the keyboard type	In the status bar, tap > **Keyboard**. Tap a keyboard type.
Change the language	In the status bar, tap > **Language**. Tap a language.
Set a password	In the status bar, tap > **Security** > **Password** > **Change Password**. Set the **Enable Password** switch to **On**. Complete the fields.
Move an app	Touch and hold an icon. When it starts to blink, drag the icon in any direction.
Run applications in the background	On the home screen, in the status bar, tap > **General**. In the **Application Behavior** drop-down list, select **Showcase**.

View your notifications

Watch the video

Your BlackBerry® PlayBook™ tablet uses notifications to keep you informed about software updates, new messages, calendar reminders, battery power level, and much more. When new notifications come in, the top-left or top-right corner of the screen glows red.

Do any of the following:

- If you're in an application, swipe in from the top-left frame onto the screen. Tap .
- If you're on the home screen, on the status bar, tap .

Return to what you were doing	Tap away from the status bar.
Dismiss a notification	Tap .
View a specific type of notification	On the status bar, tap the icon for the type of notification that you want to see.

Jump to the related app	Tap the notification message. For example, if you tap an email notification, the email opens in the Messages app.

Status bar icons and indicators

The following icons and indicators appear in the status bar of the home screen.

	Airplane mode		Alarm
	Battery power level		BlackBerry® Bridge™
	Bluetooth® connection		Development mode
	Music		Presentation mode
	Orientation lock		All notifications
	Settings		Software update
	Wi-Fi® indicator		

The following additional indicators appear to notify you of new email messages, appointments, and more when you connect to a BlackBerry smartphone through BlackBerry Bridge:

	Calendar notification		Task
	Email		

Switch to a new tablet

If you want to start using a new BlackBerry® PlayBook™ tablet, you can use the BlackBerry® Desktop Software on your computer to move your media files, applications, and settings from your current tablet to your new tablet.

1. On your computer, in the BlackBerry Desktop Software, click **Help > Check for updates**. If an update is available, click the update to update your version of the BlackBerry Desktop Software.
2. Click **Device** > **Switch devices**.
3. Click the icon for your current tablet.
4. Select the media files, applications, or settings you want to transfer, and select the appropriate options.

5. Follow the instructions on the screen to back up your tablet data and connect your new tablet to your computer.
6. Click the icon for your new tablet to import your tablet data.

Remember to delete your tablet data before reselling it, giving it away or recycling it. In an effort to help the environment, please visit www.blackberry.com/recycling for information about returning your tablet to RIM for recycling and safe disposal.

Connections

Wi-Fi

Connect to a Wi-Fi network

Watch the video

Your BlackBerry® PlayBook™ tablet can connect to the Internet using Wi-Fi®. Public Wi-Fi networks are available in many public places, such as libraries, airports, hotels, coffee shops, and so on. When you connect to a Wi-Fi network, your tablet saves the network and connects to it automatically the next time you're within range.

1. On the Status bar, tap > **Wi-Fi**.
2. Tap the network you want to connect to.
   To only see networks that don't require a password, in the **Networks** drop-down list, select **Open Networks**.
3. If necessary, type the network password.
4. Tap **Connect**.

Connect using a Wi-Fi Protected Setup™ button	Tap > **Wi-Fi** >**Use WPS** > **Press WPS Button on Router**. On your Wi-Fi router, press the button. On your tablet, tap **Start**.
Connect using a Wi-Fi Protected Setup PIN code	Tap > **Wi-Fi** >**Use WPS** > **Enter PIN into Router** > **Start**. On the administration screen for your Wi-Fi router, type the PIN displayed.
Connect manually	If you want to connect to a hidden Wi-Fi network or save the settings for a network that's not currently available, you can connect manually. Tap > **Wi-Fi** > **Connect Manually**. Type the name of the network. If the network is hidden, select **Hidden SSID**. Select the security type and specify any additional information. Tap **Connect** to connect now or tap **Save** to save without connecting.

Change, delete, or reorder saved Wi-Fi networks

Your BlackBerry® PlayBook™ tablet remembers the Wi-Fi® networks you connect to and automatically connects whenever you're in range. If multiple networks are available, your tablet connects to the one closest to the top of your list of saved networks.

1. On the status bar, tap > **Wi-Fi**.
2. In the drop-down list, tap **Saved Networks**.
   - To change options for a saved network, tap the network.
   - To move a saved network up or down in the list, touch and hold the network. Drag it to where you want it.
   - To delete a saved network, tap . Beside the network, tap .
   - To stop your tablet from automatically connecting to a saved network, tap the network. Clear the **Enable Profile** checkbox. Tap **Save**.

Wi-Fi network options

For most Wi-Fi® networks, you won't need to change the network options. If you're having trouble connecting or if you need to connect manually, you can set the network options yourself.

The options available depend on the type of network you're connecting to. To find out what settings to use, if you're connecting to a home network, see the information that came with your Wi-Fi router; if you're connecting to an enterprise Wi-Fi network, talk to your administrator; if you're connecting to a hotspot, see the information provided about the hotspot or talk to an employee at the hotspot who might have details about how to connect.

Option	Description
Name	Enter the name that you want to see in your list of saved Wi-Fi networks.
SSID	If the Wi-Fi network is hidden, type the SSID (the name the network uses to identify itself). Your BlackBerry® PlayBook™ tablet uses this name to find the network.
Hidden SSID	If the Wi-Fi network is hidden, select this checkbox. Hidden networks don't appear in the list of available networks.
Security Type	Set the security type that the Wi-Fi network uses.
Security Sub Type	If you're connecting to an enterprise Wi-Fi network, set the security subtype that the Wi-Fi network uses.
VPN Profiles	To use a VPN Profile when connecting to this network, select the profile you want to use. For more information, see the Security section of the help.
Automatically Obtain IP Address	Clear this checkbox if you need to manually specify an IP address for your tablet. When you clear this checkbox, additional options appear. To find out what information to enter, talk to your administrator.
Enable IPv6	Set whether the network uses the IPv6 protocol.

Option	Description
Use HTTP Proxy	Select this checkbox if you want to connect to a proxy server. When you select this checkbox, additional options appear. To find out what options to use, see the information provided for the proxy server.
Allow inter-access point handover	If the network spans multiple access points, set whether your tablet should remain connected when you move from one access point to another.
CA Certificate	If necessary, set the root certificate that your tablet should use to verify that it's connecting to the correct Wi-Fi network. If the network requires a certificate, you need to transfer it to your tablet before you can connect. For more information, talk to your administrator.
Client Certificate	If necessary, set the authentication certificate that your tablet should use to connect to the Wi-Fi network. If the network requires a certificate, you need to transfer it to your tablet before you can connect. For more information, talk to your administrator.

I can't connect to a Wi-Fi network

Try one of the following actions:

- On the status bar, tap and verify that the switch is set to **On**.
- The connection might have timed out. Try connecting again.
- Your BlackBerry® PlayBook™ tablet might be too far away from the wireless access point or wireless router to connect. Move your tablet closer and try connecting again.
- Verify that you're in a Wi-Fi® coverage area. If you're connecting to a home network, see if other wireless devices are able to connect. If you're connecting to an enterprise Wi-Fi network or a hotspot, talk to your administrator or an employee at the hotspot.
- Verify that the time on your tablet is synchronized with the network time. If the times are different, it could prevent your tablet from connecting (for example, if connecting to the network requires you to have a certificate on your tablet and the certificate has an expiration date).
- If the Wi-Fi network doesn't appear in the list of available networks, the network might be hidden. If you know the network name, try connecting to it manually.
- Verify that the options for the Wi-Fi network are correct. To find out what options to use, for a home network, refer to the information that came with your router; for an enterprise Wi-Fi network, talk to your administrator; for a public hotspot, refer to any information provided for the hotspot or talk to an employee at the hotspot who might have details about how to connect.
- If you switched Wi-Fi networks manually, try switching to another Wi-Fi network.
- If you are using the Push Button Setup method, verify that the access point uses Wi-Fi Protected Setup™, and that it has been set to send its profile. Verify that another device is not also attempting to connect at the same time, and that not more than one access point within range is in this mode. For more information, see the information that came with your router.

- If you use PEAP, EAP-TLS, EAP-FAST, or EAP-TTLS to connect to a Wi-Fi network, verify that you have installed the root certificate for the certificate authority server that created the certificate for the authentication server. The certificate must be transferred to your tablet before you can connect to the network. For more information, talk to your administrator.
- If you use EAP-TLS to connect to a Wi-Fi network, verify that you have added your authentication certificate to your tablet. The certificate must be transferred to your tablet before you can connect to the network. For more information, talk to your administrator.
- To view details about your tablet and the network you're connected to that might help with advanced troubleshooting, on the status bar, tap > **Wi-Fi**. In the lower-left corner, tap .

Bluetooth technology

Connect a Bluetooth enabled device

Watch the video

You can use Bluetooth® technology to connect your BlackBerry® PlayBook™ tablet to a wireless keyboard, mouse, mobile phone, headset, or other device that uses a supported Bluetooth profile. The first time you connect to a device, you pair it with your tablet. Your tablet remembers paired devices and usually connects to them automatically whenever they're in range.

For information about connecting your tablet to a BlackBerry smartphone, see the BlackBerry Bridge section of the Help.

1. On the status bar, tap > **Bluetooth**.
2. Set the **Bluetooth** switch to **On**.
3. Tap **Add New Device** > **Search**.
4. Tap a device.
5. If necessary, do one of the following:
   - Type a pairing passkey of your choice on both the device you're pairing with and on your tablet.
   - On your tablet, type the pairing passkey that appears on the device you're pairing with or in the information that came with the device. If you don't know the passkey, try **0000**.

Reconnect to a paired device	In the list of paired devices, tap the device > **Connect**.
Change options for a paired device	In the list of paired devices, tap the device.
Delete a paired device	In the list of paired devices, tap the device > **Delete**.
Make your tablet discoverable	To allow other Bluetooth enabled devices to search for your tablet and attempt to connect to it, you can make it discoverable. Set the **Discoverable** switch to **On**.

To help protect your tablet against unauthorized access, you can make it discoverable for 2 minutes only. Tap **Add New Device** > **Listen**.

Supported Bluetooth profiles

Your BlackBerry® PlayBook™ tablet uses Bluetooth® profiles to communicate with different types of Bluetooth enabled devices. To find out if your tablet supports a specific Bluetooth enabled device, you can check the information available for the device to see what profiles it uses. Your tablet supports the profiles listed here.

Profile	Description
Dial-up Networking (DUN)	Your tablet uses this profile to connect to a tethered mobile phone or other Internet-enabled device to access its Internet connection.
Human Interface Device (HID)	Your tablet uses this profile to connect to a wireless keyboard.
Serial Port Profile (SPP)	Your tablet uses this profile to connect to your BlackBerry smartphone through the BlackBerry® Bridge™ application.

I can't connect to a Bluetooth device

Try the following actions:

- Verify that the Bluetooth® enabled device is compatible with your BlackBerry® PlayBook™ tablet. Check the information that came with the Bluetooth enabled device to find out what Bluetooth profiles it uses and verify that your tablet supports those profiles.
- If you don't know the passkey for the Bluetooth enabled device, see the information that came with the device. If you can't find any passkey information, try **0000**.
- If your tablet can't detect the Bluetooth enabled device, try making the Bluetooth enabled device discoverable, or try making your tablet discoverable and searching for your tablet from the Bluetooth enabled device.

My list of paired Bluetooth devices doesn't appear

Verify that the Bluetooth® connection on your BlackBerry® PlayBook™ is turned on.

Tether your tablet to a Bluetooth enabled device

Need Internet on the go, but you're not near a Wi-Fi® hotspot? When there's no other way to access the Internet, you can tether your BlackBerry® PlayBook™ tablet to a Bluetooth® enabled smartphone.

Note: In order to tether your tablet to a Bluetooth enabled device, your smartphone must have a data plan that supports tethering, and your wireless service provider must allow tethering.Your smartphone must also be Bluetooth enabled, and the IT policy for Bluetooth DUN must be enabled. For more information about any of these requirements, contact your wireless service provider or administrator, check your wireless service plan, and consult the documentation that came with your smartphone.

1. On your tablet, tap > **Internet Tethering**.
2. Select a Bluetooth enabled smartphone from the list.
3. To assign an Internet tethering profile, do one of the following:
   - Select a wireless service provider from the list.
   - To create a custom profile, tap **Add** and complete the fields.
4. Tap **Connect**.

When you are not using the tethering connection, you should disconnect the session. To disconnect, tap > **Internet Tethering** > **Disconnect**.

While your smartphone is tethered to your tablet, you might not be able to use your smartphone's Phone application, Messaging applications, or applications that use the Internet. To receive a phone call, your smartphone might turn off the tethered internet connection. In addition, when your tablet is tethered to a smartphone, you cannot send messages from your tablet to the tethered smartphone.

Share files between your computer and tablet using Wi-Fi

Want an easy way to connect your BlackBerry® PlayBook™ tablet for easy file sharing? By using the file-sharing option with Wi-Fi®, you can drag and drop documents, pictures, videos, music, and other files from your computer to your tablet. If you set a password to help protect your files, you are prompted to enter it before you can move files between your tablet and your computer.

1. On your tablet, tap > **Storage and Sharing**.
2. Set the **Wi-Fi Sharing** switch to **On**.
3. To set a password to help protect your files, tap **Password**.
4. On your tablet, tap > **About**.
5. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
6. Do one of the following:
   - If your computer uses a Windows® operating system, click **Start** > **Run**. Type your tablet IP address in the following format: \\xx.xxx.xxx.xxx.
   - If your computer uses a Mac operating system, select **Go** > **Connect to Server**. Type your tablet IP address in the following format: smb://xx.xxx.xxx.xxx.
7. Drag a file from a location on your computer to a folder on your tablet.

Share files between your computer and tablet using a USB connection

There's no need to leave your favorite pictures, videos, music, and other files behind! By connecting your BlackBerry® PlayBook™ tablet to your computer using a USB cable, you can move the files you need between your tablet and computer. To perform this task, you must have the BlackBerry® Desktop Software installed on your computer. To install the latest version, visit www.blackberry.com/desktop . If you set a password to help protect your files, you are prompted to enter it before you can move files between your tablet and your computer.

1. On your tablet, tap > **Storage and Sharing**.
2. Set the **USB Sharing** switch to **On**.
3. To set a password to help protect your files, tap **Password**.
4. On your tablet, tap > **About**.
5. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
6. Connect your tablet to your computer using a USB cable. Your computer automatically maps your tablet to a drive on your computer.
7. Drag a file from a location on your computer to a folder on your tablet.

- After you disconnect the USB cable, the drive for your tablet no longer appears on your computer.
- If you want to browse to the **Certs** folder, on your computer, use the file browser to navigate to your tablet USB IPv4 address. To find your tablet IPv4 address, tap > **About** > **Network**.

Turn on airplane mode

You should turn off the network connections on your BlackBerry® PlayBook™ tablet in certain places, such as on an airplane or in a hospital.

1. In the status bar, tap > **Airplane Mode**.
2. Set the switch to **ON**.

BlackBerry Bridge

About BlackBerry Bridge

Watch the video

If you're running BlackBerry® Device Software 5.0 or later on your BlackBerry smartphone, you can connect your BlackBerry® PlayBook™ tablet to your smartphone to access email, calendars, BlackBerry® Messenger, files, and other data directly from your tablet.

Your tablet connects to your smartphone using Bluetooth® technology. To connect, you need BlackBerry® Bridge™ installed on your smartphone. You can download it from the BlackBerry App World™ storefront.
When your tablet and smartphone are connected, these icons appear on your tablet home screen:

	BBM Communicate virtually instantly with other BlackBerry® Messenger users. It's everything you love about chatting with BBM™, on your tablet.
	Messages Take advantage of the reading pane and larger screen on your tablet to work through your message inbox more quickly. Attach files from your tablet or smartphone, or save attachments to your smartphone for later use.
	Calendar Keep on top of your schedule at a glance with Day and Month views or a convenient split-screen view.
	Contacts Connect with the people in your network through the Contacts app. Quickly jump to a contact to send an email, schedule a meeting, or start a BBM chat.
	Tasks Have a growing to-do list? Use the Tasks app to help you stay focused on important actions.
	Memos Instead of jotting notes on scraps of paper that can be easily misplaced, use memos to keep your information organized and easy to find.

	Bridge Files Browse and open files stored on your smartphone.
	Bridge Browser Browse the Internet using your smartphone's connection to the Internet. If your administrator allows corporate intranet browsing, you can also browse your organization's intranet.

Connect your tablet and smartphone using BlackBerry Bridge

To connect your BlackBerry® PlayBook™ tablet to your BlackBerry smartphone, you need to install the BlackBerry® Bridge™ app on your smartphone. You can download it from the BlackBerry App World™ storefront.

1. On your tablet home screen, on the status bar, tap > **BlackBerry Bridge**.
2. Tap **Setup** > **Next** > **Continue**.
3. In BlackBerry Bridge on your smartphone, click **Add New Tablet** > **Continue**.
4. Point your smartphone camera at the barcode that appears on your tablet to scan the barcode.

Tips for using BlackBerry Bridge

Lock BlackBerry® Bridge™	You can lock BlackBerry Bridge to prevent unauthorized access to your BlackBerry smartphone data. Your smartphone password is required to unlock BlackBerry Bridge. On the home screen, in the status bar, tap > **Lock**.
View email for a specific address	If you have multiple email addresses on your smartphone, such as an enterprise address and a Yahoo!® Mail address, you can view all email together or you can view email for each address separately. At the top of your message inbox, depending on the current view, tap **All Messages** or the name of the address currently displayed. Tap the email address you want to view.
View email in a folder	At the top of your inbox, depending on the current view, tap **All Messages** or the name of the address currently displayed. Tap **View Folder**.
Move an email to a folder	View the message. Below the message, tap .

Multiselect email	At the bottom of your inbox, tap . Select the checkbox beside each email you want to select. Tap an icon at the bottom of your inbox to perform an action, such as marking your email as opened or filing your email.
View a single calendar	At the bottom of the screen, tap .
Start a multiperson chat	At the bottom of your BBM™ contact list, tap . Tap the people you want to include.
View your BBM profile or display your barcode	Tap your name or your profile picture.

About synchronizing Wi-Fi profiles and VPN profiles between your tablet and smartphone

When you connect your BlackBerry® PlayBook™ tablet to your BlackBerry smartphone using BlackBerry® Bridge™, your saved Wi-Fi® profiles and VPN profiles are automatically synchronized between your tablet and smartphone to make connecting to the networks you use easier. Then, when you use your tablet in a Wi-Fi coverage area where you've previously used your smartphone, your tablet automatically connects to the access point.

For security reasons, Wi-Fi profiles and VPN profiles that are associated with a BlackBerry® Enterprise Server are not synchronized. Passwords for secure networks are also not synchronized.

The order and how quickly your smartphone or tablet attempts to connect to a network is determined by the priority level of a profile. By default, profiles that connect directly from either a tablet or a smartphone have a high-priority level. Profiles that are synchronized through BlackBerry Bridge have priority level 0 (the lowest level). You can change your network profiles on your tablet to increase or decrease the priority, or to add other information, such as passwords for secure networks.

If a profile requires a client authentication certificate, you must import the certificate manually.

About using BlackBerry Bridge with a BlackBerry Enterprise Server

To help protect your organization's data, when you use BlackBerry® Bridge™ to connect your BlackBerry® PlayBook™ tablet to a smartphone that uses a BlackBerry® Enterprise Server, the following security restrictions apply:

- You can open files on your smartphone only through the BlackBerry Bridge Files application, or from an email attachment.
- You can't save files that you create on your tablet onto your smartphone.
- You can browse your organization's intranet only if your administrator has turned on corporate intranet browsing.

Troubleshooting: BlackBerry Bridge

Issue	Possible cause or solution
I can't pair my BlackBerry® PlayBook™ tablet with my BlackBerry smartphone	Verify that the BlackBerry® Bridge™ app is installed on your smartphone. You can download the application from the BlackBerry App World™ storefront. Verify that the Bluetooth® connection on your smartphone is turned on and that your smartphone is within range.
I can't reconnect to my BlackBerry smartphone	Verify that the Bluetooth connection on your smartphone is turned on and that your smartphone is within range. The BlackBerry Bridge app on your smartphone might not be set to automatically connect to your tablet. Try opening BlackBerry Bridge and connecting manually. Your smartphone might already be connected to another tablet. In the BlackBerry Bridge app on your smartphone, disconnect the other tablet and then try connecting again.
The Bridge Browser icon is dimmed or missing	Verify that your tablet is connected to the BlackBerry Bridge app. You might need a smartphone data plan that supports tethering, or this feature might not be supported by your wireless service provider. For more information, contact your wireless service provider.
I can't find a draft message I saved	When you save a draft message, the message appears in your message inbox with a draft icon. If you have multiple email addresses, look for the draft message in the inbox of the address you are sending the message from. If you received a lot of email since you saved the draft, it might appear far down in the inbox.
I can't find a memo I'm searching for	You can search only the titles of memos, not the contents.

Security

Set a password

Watch the video

1. On the home screen, swipe down from the top frame.
2. Tap **Security** > **Password**.
3. Set the **Enable Password** switch to **On**.
4. Complete the fields.
5. Tap **OK**.

Change your password	Swipe down from the top frame. Tap **Security** > **Password** > **Change Password**. Complete the fields. Tap **OK**.
Wipe your tablet data	Swipe down from the top frame. Tap **Security** > **Device Wipe**. Complete the field. Tap **Wipe Data**. **Note:** If you wipe data from your tablet, the BlackBerry ID connection is broken. You will need to re-establish the bond.

Managing VPN profiles

Add a new VPN profile	Swipe down from the top frame. Tap **Security** > **VPN** > **Add New**. Complete the fields. Tap **Save**.
View the details of a VPN profile	Swipe down from the top frame. Tap **Security** > **VPN** > .

Managing certificates

Import a certificate	Swipe down from the top frame. Tap **Security** > **Certificates**> **Import**.

View details for a certificate	Swipe down from the top frame. Tap **Security** > **Certificates**. Tap a certificate.

Import a certificate from your computer using a Wi-Fi connection

1. If Wi-Fi® file sharing is not turned on, on your BlackBerry® PlayBook™ tablet, tap > **Storage and Sharing**. Set the **Wi-Fi Sharing** switch to **On**. To set a password to help protect your data, tap **Password**.
2. On your tablet, tap > **About**.
3. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
4. On your computer, navigate to your tablet IPv4 address.
5. In a separate file browser window, navigate to and copy the certificate.
6. On the tablet drive on your computer, navigate to the **Certs** folder and paste the certificate.
7. Tap **Next**.
8. On your tablet, swipe down from the top frame.
9. Tap **Security** > **Certificates** > **Import**.

Import a certificate from your computer using a USB connection

1. If USB file sharing is not turned on, on your BlackBerry® PlayBook™ tablet, tap > **Storage and Sharing**. Set the **USB Sharing** switch to **On**. To set a password to help protect your data, tap **Password**.
2. Connect your tablet to your computer using a USB cable.
3. On your tablet, tap > **About**.
4. In the drop-down list, tap **Network** and make note of the USB IPv4 address for your tablet.
5. On your computer, navigate to your tablet IPv4 address.
6. In a separate file browser window, navigate to and copy the certificate.
7. On the tablet drive on your computer, navigate to the **Certs** folder and paste the certificate.
8. Tap **Next**.
9. On your tablet, swipe down from the top frame.
10. Tap **Security** > **Certifiates** > **Import**.

Browser

Browsing the web

Watch the video

When you browse to a webpage using your BlackBerry® PlayBook™ tablet, you might have the option of viewing either the mobile or the regular version of the webpage. Choose the regular view to take advantage of your tablet's full screen.

Search for or go to a webpage	In the address bar, type search terms or a web address. Tap **Go**.
Reload a webpage	In the address bar, tap .
Open a new tab for a webpage	Swipe down from the top frame. Tap .
Switch between tabs	Swipe down from the top frame. Tap a thumbnail.
Save an image from a webpage	Touch and hold an image. Tap **Save Image**.
View your browsing history	Tap .
Zoom	Slide your fingers together or apart to zoom in or zoom out. Double-tap to zoom in to an image or a column of text.
Open a file that you downloaded	Swipe down from the top frame. Tap .
Hide the navigation bar	On the navigation bar, tap .
Show the navigation bar	Swipe down from the top frame. Tap .

Bookmarking webpages

Bookmark a page in your browser	Go to the page. Tap . Tap **Add to Bookmarks**.
Add a bookmark on your home screen	Go to the page. Tap . Tap **Add to Home Screen**. Change the name of the shortcut.

View your bookmarks	Tap .
Delete a bookmark	On the **Bookmarks** screen, tap . Beside the bookmark, tap .

Change browser options

Watch the video

1. Swipe down from the top frame to show the menu.
2. Tap .

Turn on private browsing	When private browsing is turned on, the browser only stores your history, cached files, cookies, and other information temporarily. This information is deleted when you close the browser. Tap **Privacy & Security**. Set the **Private Browsing** switch to **On**.
Delete saved data	Tap **Privacy & Security** > **Clear All**.
Share your location with websites	Some websites use your location to show you customized content. Tap **Permissions**. Set the **Allow Websites to Access My Location** switch to **On**.

Troubleshooting: Browser

Issue	Possible cause or solution
I can't play a song or video on a web page	The media format might not be supported or the link might be broken.

Camera

Taking pictures

Watch the video

Your BlackBerry® PlayBook™ tablet has a 5 megapixel rear-facing camera that you can use to capture great pictures. The 3 megapixel front-facing camera is perfect for quickly taking a self-portrait or creating a profile picture. Pictures that you take are saved in the **Pictures** app. For more info, see the **Pictures** section of the Help.

Take a picture	Tap .
Switch between the front-facing camera and the rear-facing camera	Tap .
Change the camera scene mode and settings	Swipe down from the top frame until more modes appear. Tap the one you want to use.
Turn on geotagging	Tap .
Look at pictures you took	Swipe down from the top frame. Tap **Camera Pictures**.
Zoom in or out on a subject	Tap .
Show more camera options	Tap the screen.
Record a video from the camera screen	Tap .

Recording videos

Watch the video

Record crisp, clear, 1080p high definition videos with your BlackBerry® PlayBook™ tablet, no matter what the occasion. You can instantly switch between the video camera and cameras to capture a moment in time.

Record a video	Tap > . To stop recording, tap .
Switch between the video camera and camera	Tap .
Record a video from the **Videos** app	Swipe down from the top frame. Tap **Take Videos**.

Pictures

Viewing your pictures

Watch the video

Your BlackBerry® PlayBook™ tablet is the perfect way to take your pictures with you and share them with friends and family on a high-resolution screen. Pictures that you take are saved in the **Pictures** app.

Zoom in to a picture	Pinch out. Double-tap to fit the picture to the screen.
Move between pictures	Swipe left or right.
Pan a picture	When you are zoomed into a picture, touch and drag in any direction.
Delete a picture	Tap a picture. Swipe down from the top frame. Tap **Delete**.
Set a picture as your wallpaper	Tap a picture. Swipe down from the top frame. Tap **Set as Wallpaper**.
Play a slideshow	Tap an album. Tap a picture. Tap ▶.
Move pictures between your tablet and your computer	Connect your tablet and computer using a USB cable. On your computer, open the BlackBerry® Desktop Software. Click **Pictures** and complete the instructions on the screen.
Take a screen shot	Press the **Volume Up** key and the **Volume Down** key at the same time.

Videos

Playing videos

Watch the video

Watch videos wherever you go with your BlackBerry® PlayBook™ tablet. Your tablet plays high-resolution videos and supports a variety of video formats, such as AVI, ASF, Fv4, MP4, and WMV. For information about recording videos, see the **Camera** section of the Help.

Stop playing a video	Tap the screen. Tap ❙❙.
Delete a video	Swipe down from the top frame. Tap .Tap a video. Tap .
Play a video using HDMI	Connect your tablet and an HDMI display, such as a TV, projector, or computer monitor, using the HDMI cable.
Mute a video	Press and hold the **Play/Pause** key on the top of your tablet.
Record a video	Swipe down from the top frame. Tap **Take Videos**.
Move videos between your tablet and your computer	Connect your tablet and computer using a USB cable. On your computer, open the BlackBerry® Desktop Software. Click **Videos** and complete the instructions on the screen.

Music

Playing your music

Watch the video

Your BlackBerry® PlayBook™ tablet supports popular types of audio formats, including MP3, M4A, WMA, and WAV. Plug in your headphones, use the built-in stereo speakers, or hook up your tablet to a home entertainment system using HDMI for some serious sound.

Change the volume	Touch and drag the volume bar.
Mute a song	Press and hold the **Play/Pause** key on the top of your tablet.
Shuffle or repeat songs	Tap or .
Switch to a different music category	Swipe down from the top frame. Tap a category.
See what's next in a playlist	Tap beside the album art of the song that is currently playing.
Search your music	Tap **Search All**. Enter the title or artist you're looking for.
Jump to a specific song or album	On the **All Songs** or **Album** screen, swipe up from the bottom-left corner. Enter the first letters of the song or album. Click **Return** to jump to that section of your music list.
Control music from the status bar	Tap . Tap , or .

Creating playlists and organizing your music

Watch the video

Your BlackBerry® PlayBook™ tablet comes with an empty PlayBook Playlist that you can use to add your favorite songs and artists. You can also use the BlackBerry® Desktop Software on your computer to add music to your tablet that you have on your computer or BlackBerry smartphone.

PlayBook Playlists are limited to 5000 items.

Add a song to your PlayBook Playlist	Tap a song, artist, album, or genre. Swipe down from the top frame. Tap **Edit**. Tap **Add**.
Delete a song from your PlayBook Playlist	Tap **PlayBook Playlist** > **Edit**. Tap a song or songs. Tap **Remove**.
Add playlists from your computer to your tablet	Connect your tablet and computer using a USB cable. On your computer, open the BlackBerry Desktop Software. Click **Music** and complete the instructions on the screen to add playlists that you created using a music library such as Windows Media® Player or iTunes.

Music Store

Buy and download music

Watch the video

Buy and download your favorite music on the go. If you don't already have a Music Store account, when you first visit the Music Store, you can create one to download music.

Before you buy or download music, make sure that the time and date on your BlackBerry® PlayBook™ tablet are correct.

1. Tap a song or album.
2. Tap the price button.
3. If prompted, enter your login information and click **Sign In**.
4. Confirm your payment method and tap **Buy Now**.

Preview a song	Tap the song.
Sign in to your Music Store account	Swipe down from the top frame. Tap > **Sign In**.
Turn off explicit content	Swipe down from the top frame. Tap . Clear the **Allow explicit content** checkbox.
Create a Music Store account	Swipe down from the top frame. Tap > **Sign In** > **Create account**. Enter your information. Tap **Sign Me Up**.
Add or change your payment method	Swipe down from the top frame. Tap > **Sign In**. Enter your login information. Tap **Update**.
Access your music	Tap the **Music** icon > **My Purchases**. In case of accidental deletion, you can download your music purchases up to three times. To download the music again, tap the **Music** icon > **My Purchases**. Find the music that you want to download again. Tap **Download**.

Additional terms and conditions might apply to content made available through the Music Store. Data charges might apply when you download content over the wireless network.

Podcasts

Downloading and subscribing to podcasts

Watch the video

You can use the BlackBerry® Podcasts app to download or subscribe to your favorite podcasts. When you download a podcast, it appears on the Downloads screen.

Download a podcast	Tap a podcast > **Download**.
Display an indicator when new podcasts have downloaded	Tap . Select the **Display new Podcast alerts** checkbox.
Turn off explicit content	Tap . Clear the **Allow explicit content** checkbox.
Set how many podcast episodes your BlackBerry® PlayBook™ tablet keeps	Tap . Change the **When new episodes arrive, keep** field.
Subscribe to a podcast channel	Tap a podcast channel. Tap **Subscribe**.

Video chat

About video chats

Watch the video

See your friends, colleagues, or family members in high-resolution, real-time video as you chat with them directly from one BlackBerry® PlayBook™ tablet to another. You can easily share your surroundings by switching between the front-facing and rear-facing cameras, or turn off video altogether for a voice-only chat or one-way video chat.

To start a video chat, both BlackBerry PlayBook tablets must be connected to Wi-Fi®. The first time that you start a video chat, you must enter the BlackBerry® ID email address for the person that you want to chat with.

Whether or not the request is answered, all incoming and outgoing chats are recorded in the chat history for both tablets.

Starting video and audio-only chats

The first time you start the Video Chat application on your BlackBerry® PlayBook™ tablet, you must enter a BlackBerry® ID email address for the person that you want to talk to.

The next time you chat, you can either select a contact from the contacts list, or enter a new email address.

Start a video chat	Enter the BlackBerry ID email address for the person you want to chat with. Tap .
Start a video chat with a contact	Tap **Contacts**. Tap a contact.
Start an audio-only chat	Tap . Tap **Contacts**. Tap a contact.
Accept a chat request	Tap **Accept** or **No Video**.
End the chat	Tap .
Switch between the front-facing camera and rear-facing camera	Tap .
Move the preview image	Touch your preview image and drag it to a different corner of the screen.
Turn on or turn off mute	During a chat, tap the screen. Tap . Tap again to enable the sound.
Adjust the call volume	During a chat, touch and drag the volume bar to the left or to the right.

Add, change, or delete a contact

You are not required to add contacts in order to make video chats. However, adding contacts means that you don't have to type the BlackBerry® ID email address or search your chat history for the contact every time you want to start a chat.

Add a contact	Tap **New Contact**. Enter the contact information.
Add a contact from your chat history	Tap **Recent** or **Frequent**. Tap beside the contact you want to add.
Change a contact	Swipe down from the top frame. Tap . Tap a contact.
Add or change a contact picture	Swipe down from the top frame. Tap . Tap a contact. Tap the contact picture. Tap a new image. Zoom and position the new image.
Delete a contact	Swipe down from the top frame. Tap . Tap beside the contact you want to delete.

View chat history

You can review the list of incoming and outgoing chats in order to return a chat request or add a contact. The Recent and Frequent tabs do not appear until you have at least one incoming or outgoing chat.

Tap **Recent** or **Frequent** to view your chat history.

Add a contact from your chat history	Tap . Enter the contact's information. Tap **Done**.
Start a chat from your chat history	Tap a contact in the **Recent** or **Frequent** tab.

Turn on the Do Not Disturb feature

Don't want to be interrupted by a video chat request? If you turn on the **Do Not Disturb** feature, you won't receive notification of incoming video chat requests, but they'll still be recorded in the chat history. The caller receives a message that you're unavailable. So you don't forget your status, appears in red on your Status bar when you turn on the feature.

To turn on the Do Not Disturb feature, tap .

Troubleshooting: Video chat

Issue	Possible cause or solution
I can't start a video chat	Verify that you are connected to a Wi-Fi® network or try connecting to a different Wi-Fi network.
My chat was dropped	Try connecting to a different Wi-Fi network. You cannot switch Wi-Fi networks during a call.
I want to improve the chat quality	You or the person you are having the Video Chat with may not have a sufficiently strong Wi-Fi signal. Try a different Wi-Fi network with a stronger connection, or move closer to the wireless access point.

Voice notes

Recording voice notes

Watch the video

Record a reminder or audio from your lectures or meetings with a single tap. Voice notes are listed by the date and time that you record them.

Record a voice note	Tap ●. To stop recording, tap ■.
Stop or pause the playback	Tap ■ or tap ❙❙.
Delete a voice note	Swipe down from the top frame. Tap **Edit**. Tap a voice note. Tap **Delete**.

BlackBerry App World

Download apps with BlackBerry App World

Watch the video

Enhance your BlackBerry® PlayBook™ tablet with the many games, and social networking and productivity apps available through the BlackBerry App World™ storefront. Search for apps or browse the top downloaded and best selling apps. You can pay for items using your credit card or PayPal® account. The **My World** screen shows a streamlined view of all your apps and statuses, so you can quickly see which apps are installed, archived, deleted, or pending.

1. If prompted, enter your BlackBerry® ID to log in.
2. Search for an app or tap the app you want to download.
   - To download a free or trial version of an app, if available, tap **Install** or **Download Trial**.
   - To buy an app, tap **Purchase** > **Buy Now**.

Update an app	Tap **My World** > **Upgrade**. Complete the instructions on the screen.
Delete or remove an app	Tap an app. Tap **Delete**.
Update your BlackBerry ID account information	Go to https://blackberryid.blackberry.com/bbid/login/

Additional terms and conditions might apply to software and services made available through BlackBerry App World. Data charges might apply when you add or use an application over the wireless network.

Clock

Setting the clock

Watch the video

You can add multiple clocks to your BlackBerry® PlayBook™ tablet to keep track of different time zones. Your tablet also includes a stopwatch and a timer.

Set an alarm	Tap a clock. Tap **Alarm**. Set the alarm options. Tap **On**.
Display the date	Swipe down from the top frame. Set the **Date** switch to **On**.
Edit a clock	Tap a clock. Change the options.
Add a new clock	Swipe down from the top frame. Tap **New Clock**. Set options for the time zones and clock face. To close the options, tap away from the options panel.
Delete a clock	Tap a clock. Tap **Delete**. You can't delete your Home Clock.
Time laps with the stopwatch	Tap the stopwatch. Tap **Start** > **Lap**.
Set the timer	Tap the timer. Set the options. Tap **Start**.

Battery and power

Turning off your tablet and using standby mode

Watch the video

Check the battery power level	On the status bar, tap . When the battery power level is low, your BlackBerry® PlayBook™ tablet notifies you.
Enter standby mode	Press the Power button on the top of your tablet.
Exit standby mode	Swipe down from the top frame to bottom frame.
Turn off your tablet	Press and hold the Power button. Tap **Shut Down**.

Extending your battery life

To help extend your BlackBerry® PlayBook™ tablet battery life, charge it regularly, close applications that you're not using, and keep it out of the sun and other hot places. Also consider the following guidelines:

Dim the screen	On the status bar, tap > **Screen**. Change the **Brightness** setting.
Turn off the screen automatically	On the status bar, tap > **Screen**. Change the **Backlight Time-out** field.
Enter standby mode automatically	On the status bar, tap > **Screen**. Change the **Standby Time-out** field.
Turn off Wi-Fi®	On the status bar, tap . Set the **Wi-Fi** switch to **Off**.
Turn off Bluetooth® connectivity	On the status bar, tap . Set the **Bluetooth** switch to **Off**.
Pause apps when you show the home screen or switch between apps	On the status bar, tap > **General**. Set the **Application Behavior** switch to **Paused**.

Keyboard and typing

Using the keyboard

Watch the video

Show the keyboard	Tap a text field or swipe in from the bottom-left corner of the frame.
Hide the keyboard	Tap the **Hide Keyboard** icon on the bottom-left corner of the keyboard.
Change the keyboard type	On the home screen, in the status bar, tap > **Keyboard**. Tap a keyboard type.

Typing tips

Capitalize a letter	Tap the **Shift** key. Tap the letter.
Turn on CAP lock	Touch and hold the **Shift** key. To turn off CAP lock, tap the **Shift** key again.
Type a symbol	Tap the **123 sym** key. If the symbol you're looking for isn't displayed, tap the **More Symbols** key.
Type an accented or special character	Touch and hold a letter key to display a list of accented versions of the letter and special characters. Tap the accented or special character.
Type a number in a text field	Tap the **123 sym** key. Tap the number. To show the standard keys again, tap the **ABC** key.

Copy and paste

Copy text	Touch and hold the text. Tap **Copy**. Touch the cursor and slide it to select the text you want.
Paste text	Touch and hold where you want to paste the text. Tap **Paste**.

Checking spelling

Check spelling	
Add, change, or delete a word in the custom dictionary	You can add words to the custom dictionary on your tablet.
Add, change, or delete an autotext entry	AutoText replaces words that you type with other words, usually to correct typos and common spelling mistakes. You can also use custom autotext entries as typing shortcuts to type common words with a few quick keystrokes.
Change options for checking spelling	

Troubleshooting: keyboard and typing

Issue	Possible cause or solution
A word I type is not recognized	
I cannot check spelling	You can only check the spelling of text that you type.
The touch screen keyboard is not displayed	If you have an external Bluetooth keyboard connected, the touch screen keyboard is not displayed. Turn off or disconnect your Bluetooth keyboard to use the touch screen keyboard.

Facebook

Navigating Facebook for BlackBerry PlayBook tablets

Watch the video

Go to a different screen	Tap .
Refresh your News Feed	In your News Feed, drag down.
Log out of Facebook® for BlackBerry® PlayBook™ tablets	Swipe down from the top frame. Tap **Log out**.

Contacting your friends

Send a message to a friend	Tap > **Messages** > **New Message**.
Write on a friend's Wall	Tap a friend's profile picture. Tap **Post**.
Chat with a friend	Tap > **Chat**. Tap a friend's name.
Turn off chat	Swipe down from the top frame. Tap . Set the **Chat** switch to **Off**.

Posting and tagging photos and videos

Post a photo or video	Tap **Media**. Tap a photo or video. Tap **Open**.
Tag friends in a photo or video	Open a photo or video. Tap the photo or video. Tap .
Change your photo and video permissions	Swipe in from the top-right frame. Tap > **Security** > Facebook.

Posting comments and liking items

Post a comment	On a News Feed item, tap + > **Comment**.
Comment on a photo	Open a photo. Tap the photo. Tap +. Tap the **Write a comment** field.
Like an item	Tap + > **Like**.

Adding friends and pages

Send a friend request	Tap > **Everyone**. Type a name. Tap the person's profile picture. Tap **Add as friend**.
Add a Page to your Pages list	Tap > **Pages**. Type a page name. Tap the page. Tap **Like**.

Keeping up with events

Respond to an event invitation	Tap > **Events**. Next to an event, tap **Respond**.
View the Wall and details for an event	Tap > **Events**. Tap an event.
Write on the Wall for an event	Tap > **Events**. Tap an event. Tap **Write on Wall**.

Check in to a place

1. On the **News Feed** screen, tap **Check in**.
2. Do one of the following:
   - Tap a place.
   - Type a place name and tap **Add <place>**.
3. Tap **Check in**.

View a place on a map	Tap > **Places**. Tap a place. Tap the map.
Stop sharing your location with Facebook®	Swipe in from the top-right frame. Tap > **Security** > Facebook.

Word to Go

Creating and editing documents

Watch the video

With your BlackBerry® PlayBook™ and Word to Go you can edit, update, and save your important information in one convenient location.

Create a new document	Tap **New Document**.
Open a document	Tap **Browse**. Tap a file that you want to open. Tap **OK**.
Save a document	Swipe down from the top frame. Tap the **Save** icon.

Word To Go icons

	Change the font.
	Change text alignment.
	Increase or decrease an indent.
	Apply a font style.
	Find the word count for a document.
	Apply paragraph formatting.

Sheet to Go

Creating and editing spreadsheets

Watch the video

Create a new spreadsheet	Tap **New Document**.
Open a spreadsheet	Tap **Browse**.
Save a spreadsheet	Swipe down from the top frame. Tap the **Save** icon.
Change the font	Tap F > **Font**.
Change number formatting	Tap F > **Number**.
Hide a column or row	Tap the column or row that you want to hide. Tap . To show a column or row again, tap .
Clear a cell	Tap the cell that you want to clear. Tap .
Apply a font style to a cell	Tap the cell that you want to apply a font style to. Tap B, I or U.

Bing Maps

Finding a location or business

Search for a business or location	In the **search** field, type the name of a business or an address. Tap **Return**.
Filter search results using current location	Tap .
Search for a coffee shop, restaurant, or bar	Swipe down from the top frame to show the quick search icons. To search for a coffee shop, tap . To search for a restaurant, tap . To search for a bar, tap .
View a business or location by category	Tap » > **view businesses** > category.

Get directions

1. Tap » > **get directions**.
2. In the **location** field, type the name of a business or an address.
3. Tap **Get directions**.

Find your current location	Tap .
Change route options	Tap **Edit route**. Select the checkbox beside the route option you want to change.
Add another location to your route	Tap **Edit route** > **Add to route**. In the **location** field, type the name of a business or an address. Tap **Get directions**.
Change units of measure	Tap **Edit route** > **Settings**.

Troubleshooting: Bing Maps

Issue	Possible cause or solution
I can't find my current location	Verify that the Wi-Fi® connection is turned on. Verify that you're in a Wi-Fi coverage area. To reload your current location, tap .

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